

# **LEGISLATIVE COUNCIL POSITION DESCRIPTION**

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT.

**POSITION:** Legal Drafting Editor

**AGENCY:** Legislative Service Bureau

**DIVISION:** Legal

**SALARY SCHEDULE RANGE:** F

**STATUS:** Full-time

## **GENERAL DESCRIPTION OF POSITION:**

Edits various legislative documents, correspondence, tables, and reports according to a prescribed legislative style. Makes suggestions for improving word clarity and thought coherency in complex legal documents.

## **EXAMPLES OF WORK:**

- Proofreads bills, bill request information, substitutes, amendments, public acts, tables, reports, correspondence, and joint resolutions in order to correct errors in typing, spelling, English usage, and punctuation.
- Ability to proofread a variety of documents.
- Edits, in order to improve clarity and correct errors in regard to format, style, and phraseology.
- May perform limited keyboarding work as an adjunct to proofreading tasks.
- Advises Bureau staff as to preferred English usage and legislative document style.
- Assists with the training of new attorneys and secretaries.
- Performs other duties as assigned.

## **KNOWLEDGE, SKILLS, AND ABILITIES THE EMPLOYEE SHALL EXHIBIT IN THE POSITION:**

- Knowledge of correct spelling, English usage, and punctuation.
- Ability to follow complex oral and written instructions.
- A working knowledge of legal terminology and legislative document styles and formats.
- Ability to comfortably use standard hardware, operating system, and print functions of a PC.

- Ability to comfortably use the standard functions of GroupWise, DCDS, and employee self-service.
- Ability to demonstrate excellent interpersonal skills, including the ability to deal tactfully and courteously with internal staff and outside customers.
- Ability to organize work and multitask under time constraints and deadlines.
- Ability to deal with frequent changes, delays, and unexpected events.
- Ability to learn and understand the products and services of the Legal Division.
- Ability to maintain favorable public relations.

#### **MISSION STATEMENT PRINCIPLES AND GOALS:**

- Displays a team-oriented attitude toward coworkers and other Legislative Council staff.
- Provides high-quality services and products to members of the Legislature and other customers.
- Acts in a professional manner.
- Takes initiative in improving one's knowledge, skills, and judgments so as to better serve the Legislature.

#### **MINIMUM QUALIFICATIONS FOR THE POSITION:**

- A bachelor's degree required.
- One-year experience in proofreading preferred.
- Knowledge of correct spelling, English usage, and punctuation required.
- Experience in the use of personal computers required.
- Equivalent combination of education and experience is acceptable.

#### **NECESSARY SPECIAL REQUIREMENTS:**

- Must be able to show demonstrated proficiency of proofreading skills based on proofreading test.
- Must be able and willing to work overtime as needed, including early morning, late evening, weekends, and holidays as needed.